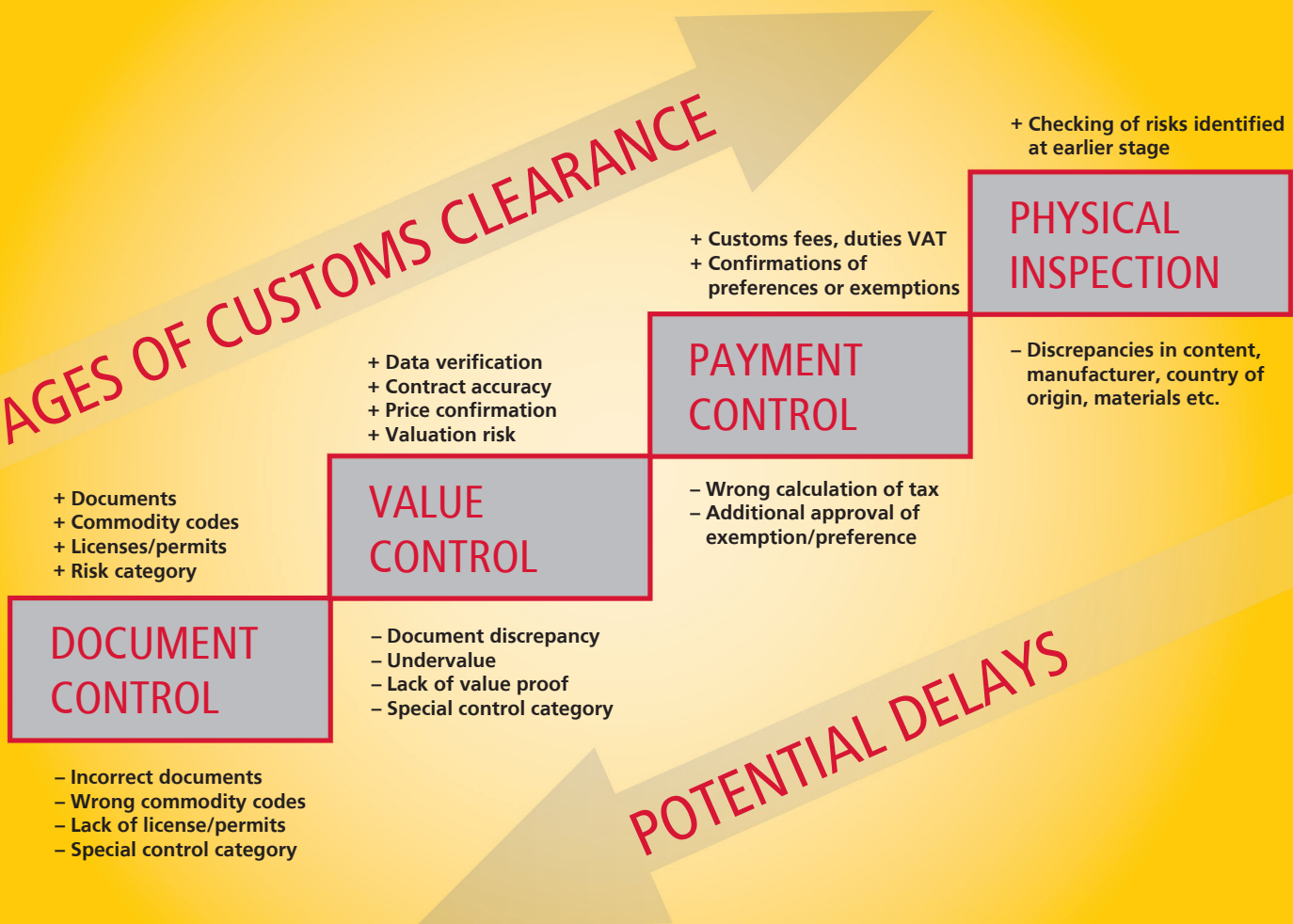


# QUICK & EASY GUIDE TO CUSTOMS CLEARANCE IN RUSSIA

## STAGES OF CUSTOMS CLEARANCE



**CUSTOMS** ALLOWS THE RUSSIAN GOVERNMENT TO PROTECT ITS INTERESTS AT THE BORDER, ENABLE AND MONITOR TRADE, AND COLLECT DUTIES, FEES AND TAXES.

**IMPORT** ALLOWS YOU TO BRING SHIPMENTS TO RUSSIA TO BUILD YOUR BUSINESS.

**DHL** IS HERE TO MAKE THAT RELATIONSHIP WIN-WIN.

THIS **GUIDE TO CUSTOMS CLEARANCE IN RUSSIA** HAS BEEN DESIGNED TO HELP SHIPPERS AND IMPORTERS UNDERSTAND THE BASIC DOCUMENTATION REQUIRED FOR SMOOTH, EASY CLEARANCE OF THEIR GOODS AT THE RUSSIAN BORDER.

# THE IDEAL COMMERCIAL INVOICE

COMMERCIAL INVOICE SHOULD BE COMPLETED FOR DELIVERY OF  
COMMERCIAL GOODS (FOR SALE)  
PRINT COMMERCIAL INVOICE ON CONSIGNORS LETTERHEAD SHOWING LEGAL ADDRESS  
ORIGINAL COMMERCIAL INVOICE SHOULD BE SUBMITTED (NOT A COPY)  
ALL GREY FIELDS MUST BE COMPLETED

**COMMERCIAL INVOICE**

Invoice No 25  
Date 01/04/2010

<b>Invoice Address (no private individuals):</b> Russia Moscow Bolshaya str.15/5 OOO ABC	<b>Delivery terms (Incoterms):</b> DAP Moscow
<b>Ship to (no private individuals):</b> Russia Moscow Malaya str. 10, building 3, entrance 4, office 10 OOO ABC	<b>Delivered under:</b> Contract № 110 dd 26.03.2010
<b>Contact person:</b> Veselov Sergey <b>Phone:</b> 8 910 576 35 26	<b>Payment terms:</b> 90 days from Invoice date

Description	Country of origin	Net weight/kg	HS Code	Qty (pieces)	Unit price, USD	Total price, USD
Suit, mod. Business, art. 23840-27, trade mark Loops; wool (65%), silk (35%), lining viscose (100%)	Italy, Lignano spa	5 kg	610429 0000	10	500	5000
Suit, mod. Business, art. 23840-29, trade mark Loops; wool (65%), silk (35%), lining viscose (100%)	Italy, Lignano spa	7,6 kg	610429 0000	15	500	7500
Sweater, mod. Holiday, trade mark Mosaic; wool (98%) polyester (2%)	China, Baillhua Trade ltd	4 kg	611011 1000	34	45	1530
Brush for cleaning of clothes, plastic 100%	Malaysia, Intertrade ltd	3,1 kg	392490 9000	100	5	500
Catalogues Loops	Italy, Masterprint srl	6,3 kg	491110 1000	5	10	50
<b>Total price, USD:</b>						14580

<b>Insurance cost, USD:</b>	200
<b>Freight cost, USD:</b>	9500
<b>Total for payment, USD:</b>	24280

<b>Gross Weight (total):</b>	30 kg
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Signed by: \_\_\_\_\_ Signature, stamp of CNOR

Most Russian companies will have the designation of an OOO, OAO, ZAO (the equivalent of "Ltd.", "LLC", "GmbH" etc.), showing the type of company structure, while most government entities will be an FGUP or NPO. We advise checking this with the consignee. The name and address should match the consignee's registration documents.

Your incoterms will also influence whether you include insurance and transport costs separately in the invoice. DHL Express does not offer DDP.

Description needs to be as detailed as possible – commodity name, intended use, part/serial numbers, materials, components, sizes etc.

Don't forget to include a reference to the contract and payment terms in your commercial invoice!

Price needs to be defensible, and supported by a price list (from a catalogue or website etc.). Please avoid 1 digit values per item/kilo.

For incoterms CIP

For incoterms CIP, CPT, DAP

Try to stick to the same currency throughout the invoice

## HERE ARE THE DOCUMENTS THAT THE SHIPPER SHOULD SEND WITH THE SHIPMENT:

- One of the following documents for value confirmation: Price list verified by seller (catalogue page, print-out from internet etc.); Receipt; Copy of export declaration (where permitted by law in your country of export)
- Permissions where required by your HS Tariff coding (e.g. for plant products quarantine permission is required from consignor)
- Copy of insurance certificate with insurance amount (for incoterms: CIP, CIF), where insurance is part of contract/

shipping requirements

- Company registration documents
- Import/export contract
- Signed Brokerage contract if Customs Broker Service is used
- Number of passport of Import Deal (a special document of currency control issued by the importer's bank if customs value more than 50 000 USD)
- Official letter to customs
- Permissions issued by Russian Authorities (e.g. import permits etc.) where required by HS (tariff) code

### Attention! Extra requirements:

- When sending registered medicine a **registration certificate** is required. When sending unregistered medicine Ministry of Health permission is required.
- When sending equipment with enciphering functions e.g. mobile phones, or any such devices with computer engineering software, **official notifications** are required. Such **registered notifications** are available at [www.tsouz.ru](http://www.tsouz.ru), the official website of the Customs Union Committee.
- When sending goods which are subject to the phytosanitary or to veterinary control, international **Phytosanitary Inspection Certificate** or **Veterinary Certificate** are required from shipper to supplied units.

# THE IDEAL PRO-FORMA INVOICE

FOR DELIVERY OF NON COMMERCIAL GOODS (NOT FOR SALE AND LESS THAN 1000 USD INCLUDING TRANSPORTATION )  
PRINTED ON CONSIGNOR'S LETTERHEAD SHOWING LEGAL ADDRESS

**PROFORMA INVOICE**

Date 20/04/2010

<p><b>Ship to (no private individuals):</b> Russia Moscow Malaya str. 10, building 3, entrance 4, office 10 000 ABC</p> <p><b>Contact person:</b> Veselov Sergey <b>Phone:</b> 8 910 576 35 26</p>	<p><b>Delivery terms (Incoterms):</b> DAP MOSCOW <b>Free of charge Delivery</b></p>
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No. item	Description	Country of origin	Net weight /kg	HS Code	Qty (pieces)	Unit price, USD (for customs purposes only)	Total price, USD (for customs purposes only)
1.	Shaving cream "Man Active", plastic tube 200 ml  Stearin – 35,00% Coconut oil – 12,00% Potassium hydrooxid – 9,00% Glycerin – 12,00% Cosmetic keratin – 1,50% Sodium lauryl sulfate – 1,50% Menthol – 0,20% Perfume – 1,50% Dyestuff – 0,05% Distilled water – 27,25%	USA Cosmetic Lab	0,2 kg	3307100000	3	5	15
2.	Electric Shaver  mod. 5829, part number 16775; trade mark Braun;  240 V; 60 Hz/4 W	China Braun ltd	0,4 kg	8510100000	1	15	15
<b>Total price, USD</b>							<b>30</b>

<b>FREE OF CHARGE DELIVERY REASON FOR EXPORT:</b>	<b>Samples for testing</b>
<b>Freight cost, USD:</b>	<b>30</b>
<b>Total invoice value, USD:</b>	<b>60</b>
<b>Gross Weight, (total):</b>	<b>1,5 kg</b>

Most Russian companies will have the designation of an OOO, OAO, ZAO (the equivalent of "Ltd.", "LLC", "GmbH" etc.), showing the type of company structure, while most government entities will be an FGUP or NPO. We advise checking this with the consignee.

Your incoterms will also influence whether you include insurance and transport costs separately in the invoice. DHL Express does not offer DDP.

Description needs to be as detailed as possible – commodity name, intended use, part/serial numbers, materials, components, sizes etc.

If you can't find the code, don't worry. DHL will help to define it upon arrival anyway.

Don't forget to include this phrase! It's very important in a pro-forma invoice!

Price needs to be defensible, and supported by a price list (from a catalogue or website etc.). Please avoid 1 digit values per item/kilo.

Try to stick to the same currency throughout the invoice

Reason for export needs to demonstrate that shipments are non-commercial

For incoterms CIP, CPT, DAP

## HERE ARE THE DOCUMENTS THAT THE SHIPPER SHOULD SEND WITH THE SHIPMENT:

- One of the following documents for value confirmation: Price list verified by seller (catalogue page, print-out from internet etc.); Receipt; Copy of export declaration (where permitted by law in your country of export) if customs value more than 1000 EUR
- Permissions where required by your HS Tariff coding (e.g. for plant products quarantine permission is required

from consignor)

- Company registration documents if customs value more than 1000 EUR
- Signed Brokerage contract if Customs Broker Service is used
- Official letter to customs
- Permissions issued by Russian Authorities (e.g. import permits etc.) where required by HS (tariff) code

## Attention! Extra requirements:

- When sending registered medicine a **registration certificate** is required. When sending unregistered medicine Ministry of Health permission is required.
- When sending equipment with enciphering functions e.g. mobile phones, or any such devices with computer engineering software, **official notifications** are required. Such **registered notifications** are available at [www.tsouz.ru](http://www.tsouz.ru), the official website of the Customs Union Committee.
- When sending goods which are subject to the phytosanitary or to veterinary control, international **Phytosanitary Inspection Certificate** or **Veterinary Certificate** are required from shipper to supplied units.

## DHL EXPRESS FIVE GOLDEN RULES FOR CUSTOMS CLEARANCE IN RUSSIA

1. THE DECLARED VALUE NEEDS TO BE TRUE AND SUPPORTED BY DOCUMENTATION (ON REQUEST).
2. ALL COMMODITY DESCRIPTIONS SHOULD BE AS DETAILED AS POSSIBLE.
3. ALL DOCUMENTS NEED TO BE CONSISTENT, WITH NO DISCREPANCIES (E.G., IN CURRENCY, SENDER NAME, etc.).
4. DUTIES & FEES MUST TO BE PAID AT DESTINATION BY THE RECEIVER (WHO WILL ALSO NEED TO CLEAR THE SHIPMENT IN THEIR OWN NAME). DDP IS NOT AVAILABLE.
5. ACCURATE PREPARATION OF DOCUMENTATION BEFORE SHIPPING DECREASES TRANSIT TIME.

## CHECKLIST BEFORE DISPATCHING YOUR SHIPMENT

- The consignee in Russia a company (with a legal entity) and not a private individual.
- The company's name been placed as the consignee on the waybill.
- The company's name also the consignee written on the invoice?
- The consignee's 10 digit VAT number (INN) stated in the commercial invoice for the shipment.
- These imported goods are for sale. If so, the details in the invoice must comply with the "Commercial Invoice sample".
- These shipments goods are sent for purposes other than sale (on a free of charge basis)? If so, the details in the invoice need to comply with the "Pro-Forma Invoice sample".

IF YOU HAVE ANY QUESTIONS ABOUT CUSTOMS CLEARANCE IN RUSSIA,  
PLEASE CONTACT YOUR LOCAL SALES EXECUTIVE OR THE CUSTOMS  
GROUP AT YOUR DHL COUNTRY OFFICE FOR MORE INFORMATION.  
Alternatively, feel free to contact us by email at [ruccg@dhl.com](mailto:ruccg@dhl.com)  
WE'LL BE HAPPY TO HELP!

127083 Moscow  
8 Marta St., 14  
Telephone: (495) 956 1000

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